

SUPERVISING CASEWORK SPECIALIST I, YA

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: January 14, 2008

Collective Bargaining Identification: S06

Job Analysis Conducted By: Emily Gorrindo, Selection Analyst,
Office of Selection Services

Number of Incumbents: There are 13 incumbents in this classification
per the State Controller's Office Filled/Vacant
Position Report dated 10/01/07.

Names of the Subject Matter Expert(s) and their background:

Annette Herring, Supervising Casework Specialist I, YA, O. H. Close YCF

Annette Herring has worked as a Supervising Casework Specialist I, YA at O. H. Close YCF for one and a half years. She has been with the Department of Corrections and Rehabilitation for 12.5 years.

Joan M. Loucraft, Youth Authority Administrator, N. A. Chaderjian YCF

Joan Loucraft has worked as a Youth Authority Administrator at N. A. Chaderjian YCF for three years, where she supervises Supervising Casework Specialist I, YA's. Additionally, she has previously worked as a Supervising Casework Specialist I, YA for two years. Ms. Loucraft has been with the Department of Corrections and Rehabilitation for 17 years.

Elverta M. Mock, Program Administrator, Heman G. Stark YCF

Elverta Mock has worked as a Program Administrator at Heman G. Stark YCF for ten years, where she supervises Supervising Casework Specialist I, YA's. Ms. Mock has been with the Department of Corrections and Rehabilitation for 26.5 years.

SUPERVISING CASEWORK SPECIALIST I, YA INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- SPB Senior Hazardous Materials Specialist Class Specification
- County of Santa Clara Senior Hazardous Materials Specialist Class Specification
- County of Solano Senior Hazardous Materials Specialist Class Specification
- County of Alameda Senior Hazardous Materials Specialist Class Specification